Who does the verifier call?

Verifiers are classified in two ways, as Member or Non-Member verifiers. Non-member verifiers dial **1-900-555-WORK** to access The Work Number. There is a fee charged per minute.

Member Verifiers access The Work Number through an alternate **1-800** toll-free number or the Internet and are charged a reduced flat rate per transaction. Currently, there are over 1000 Member Verifiers across North America.

It is easy to become a Member Verifier. If your verifier would like to become a member or has any questions about the system, have them call The Work Number Client Service Center at:

1-800-9 WORKNO (1-800-996-7566)

Where do I go for questions?

If you have any questions, or need additional instructions on how to use The Work Number, please dial our Client Service Center at:

1-800-9-WORKNO (1-800-996-7566)

The Work Number Client Service Center is available Monday - Friday, 8 a.m. to 9 p.m. Eastern Standard Time.

Important Note: *After June 14,1999 written requests for verifications will not be processed and will be returned to your verifier with instructions on how to use this service.*

Security

No one can access your salary information without your permission. You must provide your verifier with **The City of Detroit's** Company Code, your social security number and your six digit Authorization Code if you want your salary information released.

The Work Number for Everyone® is provided by **TALX Corporation.**

This service is available 7 days per week
24 hours per day

To receive instructions for a free demonstration of the system, visit the web site from your home P.C. at **www.theworknumber.com.**

The City of Detroit
Human Resource Department
316 Coleman A. Young Municipal Center
Detroit, MI 48226
www.ci.detroit.mi.us

The City of Detroit

Along with the TALX Corporation

Introduces

A National employment verification service available 7 days a week!

THE WORK NUMBER®

1-800-EMP-AUTH
3 6 7- 2 8 8 4

Employee Information

When you apply for a loan...

The City of Detroit along with **The Talx Corporation** is pleased to offer…
The Work Number for Everyone®, an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes, without cost to employees!
This fast, secure service is used for mortgage applications, reference checks, loan applications and apartment leases. Anything you need that requires proof of employment! It is quick, accurate and best of all it's easy.

What type of verification is needed?	You provide the lender/verifier:	Talx provides the lender/verifier:
☐ **Basic: Usually required for job reference checks.** (**No authorization code required**)	• The City of Detroit Code • Social Security Number • The number to acquire your information 1-900-555-9675	• Most recent start or termination date. • Total time w/city. • Job Title.
☐ **Basic Plus: Usually required for apartment rentals & short-term loans.** (**Authorization code required**)	• The City of Detroit Code • Social Security Number • Your 6-digit Authorization code (**SEE BOX**) • The number to acquire your information 1-900-555-9675	• All Basic information plus… • Total rate of pay. • Frequency of pay.
☐ **Full: Usually required for major loans. (mortgages etc)** (**Authorization code required**)	• The City of Detroit Code • Social Security Number • Your 6-digit Authorization code (**SEE BOX**) • The number to acquire your information 1-900-555-9675	• All Basic Plus information plus… • Gross Earnings for YTD and previous 2 years. (including overtime)

How do I obtain an Authorization Code

1. Dial 1-800-367-2884 or go to *www.theworknumber.com*
2. Enter City of Detroit code **10432**
3. Enter Social Security number
4. Enter your PIN (See Box Below)
5. Record Authorization Code.

You may have 3 authorization codes at one time. Once you give an authorization code to a verifier, it may not be used again. To obtain, review, or cancel authorization codes dial 1-800-367-2884. For assistance call the Client Center at 1-800-996-7566.

What is my Personal PIN?

When you call The Work Number your PIN will be your Birth Date.
 [Sample] For example, if your birthday is May 1,1955 you will enter 05011955 when the system asks for a PIN.

Do not give your PIN to a verifier!